

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY

CM/ECF Special Procedures by Judicial Officer

Hon. Garrett E. Brown, Jr.	Two Courtesy Copies of motion papers, briefs, letter memoranda and proposed orders sent by regular mail to chambers.
Hon. Renée Marie Bumb	One Courtesy Copy of motion papers, briefs, letter memoranda, and proposed orders marked “Courtesy Copy” sent by regular mail to chambers. Jury charges on disk in Word Perfect format.
Hon. Dennis M. Cavanaugh	One Courtesy Copy of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers marked “Courtesy Copy”.
Hon. Claire C. Cecchi	<u>One Courtesy Copy</u> of motion papers required, mailed directly to chambers. <u>Pro Hac Vice</u> if consented, may be faxed to chambers. If not consented, follow regular motion procedures (electronically with courtesy copy mailed to chambers). <u>Consent Orders</u> faxed to chambers. <u>Extension of Time</u> if consented may be faxed to chambers. If not consented, follow the regular motion procedure (electronically with courtesy copy mailed o chambers).
Hon. Stanley R. Chesler	Courtesy Copies of motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.
Hon. Mary Little Cooper	One Courtesy Copy of motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.
Hon. Dickinson R. Debevoise	One Courtesy Copy of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail or hand delivery to chambers.
Hon. Katharine S. Hayden	Two Courtesy Copies of all motion papers, briefs and letter memoranda by regular mail directly to chambers. Proposed Orders by email to njdnef_hayden@njd.uscourts.gov in Word Perfect or Word format.

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Hon. Noel L. Hillman	<p>One Courtesy Copy of motion papers, briefs, letter memoranda, and proposed orders marked “Courtesy Copy” sent by regular mail to chambers.</p> <p>All pretrial submissions voir dire, jury instructions and verdict sheet on disk in Word Perfect format.</p> <p>Correspondence Under no circumstances should correspondence, proposed Orders or any other filings of any kind be submitted by email without express consent of Chambers.</p>
Hon. Faith S. Hochberg	<p>One Courtesy Copy of motion papers, briefs, letter memoranda, and proposed orders, sent by regular mail to chambers and by email to njdnef_hochberg@njd.uscourts.gov in Word Perfect format</p>
Hon. Joseph E. Irenas	<p>Courtesy Copies One Courtesy Copy of all motion papers, briefs, letter memoranda, and proposed orders in excess of 30 pages in total should be sent to chambers by regular mail or a delivery service and marked “courtesy copy”.</p>
Hon. Robert B. Kugler	<p>Courtesy Copies of motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.</p>
Hon. Jose L. Linares	<p>One Courtesy Copy of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers marked “Courtesy Copy”.</p> <p>Proposed Orders to motions and routine proposed orders should also be submitted to chambers by email to njdnef_linares@njd.uscourts.gov in Word Perfect format. Further, the case name and docket number should be included in the subject line.</p>
Hon. William J. Martini	<p>One Courtesy Copy of motion papers, briefs, and proposed orders sent by regular mail to chambers. Courtesy copies should be marked as such, “Courtesy Copy”.</p> <p>Jury Charges on disk preferably in Word Perfect format.</p>

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Hon. Joel A. Pisano	<p>One Courtesy Copy of motion papers (including briefs, letter memoranda, proposed orders, etc.) marked “Courtesy Copy” sent to chambers.</p> <p>Jury Charges: one courtesy copy along with an electronic copy on disk in Word Perfect or Word format sent to chambers.</p> <p>Consent Orders, Stipulations, Proposed Orders (other than proposed orders accompanying motion papers) should be electronically filed as an attachment to a cover letter.</p> <p>Correspondence: Under no circumstances should correspondence, proposed Orders or any other filings of any kind be submitted by email or fax without express consent of Chambers.</p>
Hon. Joseph H. Rodriguez	<p>One Courtesy Copy of all papers sent by regular mail to chambers.</p> <p>Jury Charges on disk in Word Perfect format.</p> <p>Consent Orders may be emailed in PDF format to njdnef_rodriguez@njd.uscourts.gov with courtesy copy to all parties.</p>
Hon. Esther Salas	<p>Proposed Orders sent via regular mail to Chambers or by fax (973) 645-2469.</p> <p>One Courtesy Copy of motion papers.</p> <p>Consent Orders may be faxed to Chambers.</p> <p>Extensions of Time if consented to may be done via consent order. If consent cannot be obtained, follow the regular motion procedure (electronically filed with courtesy copy mailed to Chambers).</p>
Hon. Peter G. Sheridan	<p>Courtesy Copies Courtesy Copies of all motion papers in excess of 50 pages in total mailed to chambers marked “courtesy copy”.</p> <p>Jury Charges on disk in Word Perfect format one week before trial.</p>
Hon. Jerome B. Simandle	<p>Courtesy Copies of motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.</p>

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Hon. Anne E. Thompson	One Courtesy Copy of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail or by fax (609-989-2007) to Chambers.
Hon. William H. Walls	Courtesy Copies of motion papers as required in the Court's Policy & Procedures mailed to chambers marked "Courtesy Copy".
Hon. Susan D. Wigenton	Courtesy Copies of motion papers as required in the Court's Policy & Procedures mailed to chambers marked "Courtesy Copy". Jury Charges on disk in Word Perfect format one week before trial.
Hon. Freda L. Wolfson	Courtesy Copies of motion papers as required in the Court's Policy & Procedures mailed to Chambers marked "Courtesy Copy". Proposed Orders and Jury Charges should be sent as an email attachment to njdnef_wolfson@njd.uscourts.gov in Word Perfect format. The subject line of the email should state "Proposed Order" or "Jury Charge" and include the docket number.

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MAGISTRATE JUDGES	PROCEDURES
Hon. Madeline Cox Arleo	<p><u>One Courtesy Copy</u> of all motion papers required, mailed directly to chambers.</p> <p><u>Pro Hac Vice</u> if consented, may be faxed to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</p> <p><u>Consent Orders</u> faxed to chambers.</p> <p><u>Extensions of Time</u> if consented may be faxed to chambers. If not consented, send letter to Chambers via e-filing and regular mail.</p>
Hon. Douglas E. Arpert	<p><u>Proposed Orders</u> sent by email to dea_orders@njd.uscourts.gov preferably in Word Perfect format.</p> <p><u>One Courtesy Copy</u> of all motion papers referred to this Court, mailed directly chambers.</p> <p><u>Consent Orders</u> emailed or faxed directly to chambers.</p> <p><u>Pro Hac Vice</u> if consented, may be done by consent order emailed or faxed to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</p> <p><u>Extensions of Time</u> if consented may be done by consent order. If not consented, follow the regular motion procedure (electronically with courtesy copy mailed to chambers).</p>
Hon. Tonianne J. Bongiovanni	<p><u>Proposed Orders</u> sent by e-mail to tjb_orders@njd.uscourts.gov preferably in Word Perfect format.</p> <p><u>One Courtesy Copy</u> of all motion papers referred to this Court, mailed directly chambers.</p> <p><u>Consent Orders</u> emailed or faxed directly to chambers.</p> <p><u>Pro Hac Vice</u> if consented, may be done by consent order e-mailed or faxed to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</p> <p><u>Extensions of Time</u> if consented may be done by consent</p>

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	order. If not consented, follow the regular motion procedure (electronically with courtesy copy mailed to chambers).
Hon. Joseph A. Dickson	<p><u>Proposed Orders</u> - E-filed or faxed directly to chambers (973-645-4549).</p> <p><u>One Courtesy Copy</u> of all motion papers referred to this Court, mailed directly to chambers.</p> <p><u>Consent Orders</u> - Faxed directly to chambers.</p> <p><u>Pro Hac Vice</u> - If consented, may be done by consent order e-filed or faxed directly to chambers. If not consented, follow regular motion procedure (electronically with a courtesy copy mailed to chambers).</p> <p><u>Extensions of Time</u> - If consented, may be done by consent order. If not consented, follow regular motion procedure (electronically with a courtesy copy mailed to chambers).</p> <p><u>Joint Discovery Plan</u> - Electronically filed.</p>
Hon. Ann Marie Donio	<p><u>One Courtesy Copy</u> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers or by fax (856-757-5296).</p> <p><u>Extensions of Time</u> if consented to, may be done by consent order.</p>
Hon. Mark Falk	<p><u>One Courtesy Copy</u> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers or by fax (973-645-3097)</p>
Hon. Lois H. Goodman	<p><u>Proposed Orders</u> sent by email to lhg_orders@njd.uscourts.gov preferably in Word Perfect format.</p> <p><u>One Courtesy Copy</u> of all motion papers referred to this Court, mailed directly chambers.</p> <p><u>Consent Orders</u> emailed or faxed directly to chambers.</p> <p><u>Pro Hac Vice</u> if consented, may be done by consent order emailed or faxed to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</p> <p><u>Extensions of Time</u> if consented may be done by consent</p>

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	order. If not consented, follow the regular motion procedure (electronically with courtesy copy mailed to chambers).
Hon. Michael A. Hammer	<u>One Courtesy Copy</u> of motion papers, briefs, letters and proposed orders sent by regular mail to chambers. <u>Pro Hac Vice</u> Where no other party objects, counsel may file a form of order, a certification of admission and good standing, and a certification of local counsel stating that it shall comply with L.Civ.R. 101.1(c). If not consented, follow regular motion procedure.
Hon. Joel Schneider	<u>One Courtesy Copy</u> of motion papers, briefs, letter memoranda and correspondence with an indication the original document was efiled. Faxes are accepted (856-757-5355). Unless a motion is required, extension of time requests must be presented in a letter with an indication whether all counsel consent. <u>Pro Hac Vice</u> - Please follow regular motion procedure and state if all counsel consent. <u>Extensions of Time:</u> Unless a motion is required, all requests must be in writing with an indication whether all parties consent.
Hon. Michael A. Shipp	<u>One Courtesy Copy</u> of motion papers, briefs, letters and proposed orders sent by regular mail to chambers. Counsel may fax courtesy copies of under 10 pages to (973) 645-4412. <u>Pro Hac Vice</u> Where no other party objects, counsel may file a form of order, a certification of admission and good standing, and a certification of local counsel stating that it shall comply with L.Civ.R. 101.1(c). If not consented, follow regular motion procedure.
Hon. Patty Shwartz	<u>One Courtesy Copy</u> of motion papers, briefs, letter memoranda, certifications, affidavits, any documents submitted in support for any request for relief, and proposed orders sent by regular mail to chambers.
Hon. Cathy L. Waldor	<u>Proposed Orders:</u> E-filed and sent to chambers via

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	<p>regular mail AND fax (973-776-7865).</p> <p><u>Consent Orders:</u> E-filed and sent to chambers via regular mail AND fax (973-776-7865).</p> <p><u>Extensions of Time:</u> If consented, may be done via consent order. If consent cannot be obtained, please follow the regular motion procedure.</p> <p><u>Pro Hac Vice:</u> E-filed formally as a Motion to Appear Pro Hac Vice. Additionally a regular mail copy AND faxed (973-776-7865) copy must be submitted to chambers.</p> <p><u>Motions:</u> E-filed formally following regular motion procedures and one courtesy copy filed by regular mail AND fax (973-776-7865).</p> <p><u>Confidential Memorandums:</u> Sent to chambers via regular mail AND fax (973-776-7865).</p> <p><u>Joint Discovery Plans:</u> E-filed and sent to chambers via regular mail AND fax (973-776-7865).</p>
Hon. Karen M. Williams	<p><u>One Courtesy Copy</u> of motion papers, briefs, letter memoranda, certifications, affidavits, any documents submitted in support for any request for relief, and proposed orders sent by regular mail to chambers.</p> <p><u>Pro Hac Vice</u> - Where no other party objects, counsel may file a form of order, a certification of admission and good standing, and a certification of local counsel stating that it shall comply with L.Civ.R. 101.10.10(c). If not consented, follow regular motion procedure.</p> <p><u>Extensions of Time</u> - If consented to, may be done by consent order.</p> <p><u>Joint Discovery Plans</u> - Faxed to Chambers.</p>

Rev 12-6-2011